

**Rule Development Committee
Organizational Meeting
February 13, 2002**

FACILITATOR NOTES

Time	Agenda Item/	Lead
10:00	Welcome	Maryanne Guichard
10:10	Agenda Review/ Introductions	Mary Campbell
10:30	Open Process	Lilia
10:45	Rules Process	Kelly
11:15	APA stuff	Cathy Carruthers
11:30	Recap/debrief	Mary Campbell
12:00	Lunch	
12:30	Roles, timelines	Larry Kirchner
1:00	Administrative and Procedural “stuff”	Mary Campbell
2:30	Wrap-up	Mary Campbell Larry Kirchner
3:00	Adjourn	

Expectations

- Family homes are affordable
- Balance local needs with state standards
- Modify regulations to meet current practice
- Expand existing guidelines pertaining to training
- Tie design, maintenance, on-site together
- Advance the industry and add accountability
- Deal with all situations in Washington
- Get rules regarding non-point to protect water resources
- Flexible, practical rules
- Keep big picture in mind, look for solutions
- Product responsibility and real performance
- Represent underrepresented counties
- Apply good science with regulatory options
- Protect water resources
- Address jurisdictional issues
- On-time workable improvements
- Implement OAC suggestions (east/west flexibility)
- Learn and take notes
- Tribal resource protection issues
- Find solutions that protect health and water
- Based on best available science
- Stay out of trouble
- Stay organized
- Keep Board of Health up to date
- Balance economics, technology and common sense
- On-time, clear useful rule on paper
- Economic documentation
- Regulations based on laboratory results and impact on small sites
- Rules protect public health and environment based on good science
- Good science
- Pay attention to the process
- Attainable rules
- Balanced clear rules that protect public health
- Implement some of OAC recommendations
- Keep housing affordable
- Clarity and consistency in implementation
- Rules that make sense, serve the needs of the DOH and the committee.

• **Agreements**

Decisions

- The RDC will try to make decisions based on consensus (as defined below), so that they can present issues to the Board of Health as one.
- The group wants the facilitator to work with members to surface information and build consensus to the extent possible within “reasonable” length of time. If the group gets “stuck” or reaches an impasse on an issue, the facilitator will call a “time out” and solicit the group’s preference about how to proceed. Options could include:
 - Deferring the decision to obtain additional data or documentation
 - Deferring the decision to caucus with alternates, or to solicit additional stakeholder preferences
 - Other options that may be suggested and agreed on by the group and the facilitator
- If the group decides that no consensus is likely, and a vote is required, a “majority” will require a 2/3 vote. At that time, the Board of Health will be given the “majority recommendation,” with pros and cons and supporting documentation, as well as “minority recommendation” with pros and cons and supporting documentation.

“Consensus” means

- Each participant feels that they have been heard (this not mean “agreed with”)
- Each person feels that they have heard all other perspectives
- Each person can “live with” and support the group decision

Proposal 1: Seek consensus on each issue

Proposal 2: 2/3 vote on each issue

Proposal 3: Try for consensus, 2/3 vote if impasse is reached

Meeting records:

- Each person will be responsible for taking his/her own notes and sharing relevant information with his/her constituents. Participants can make their own recording if they want.
- DOH will provide handouts and will post them on the website.
- DOH/facilitator will also provide transcripts of the DECISIONS made by the group and flip chart notes that are used in the process of the discussion. If the group wants something to be recorded on the flip chart (for later transcription) they will ask the facilitator to be sure to record it.

Note: DOH staff will check with the AG to make sure that any recordings made by private individuals to share with a private constituent group are not subject to disclosure rules.

Proposals considered

Proposal 1:

Each person takes own notes, DOH provides handouts, transcript of decisions

Proposal 2:

DOH provides verbatim transcript of the recording

Proposal 3:

DOH provides summary notes of discussion, who said what, etc.

Alternates' Responsibilities

- Stay informed and current
- Read minutes and information from past meetings
- Keep your notebook up to date
- Be able to hit the ground running

Primaries' Responsibilities

- Give alternates as much advance warning as you can if you need them to step in for you

All Members' Responsibilities

- Help educate each other
- Ask for a caucus if you need one
- Come to all meetings
- Don't interrupt each other
- Ask for time to consult constituents if you need it
- Share all relevant information
- Consider all perspectives
- Call Marianne Seifert with questions about overall process
- Call Larry Kirchner with administrative questions related to RDC
- Call Kelly with questions about rule-making

Communication/Information Sharing

Existing guidelines are on DOH web site at: www.doh.wa.gov/wastewater.htm

Public Disclosure Act: 42.17 RCW

Open Public Meeting Act: 42.30 RCW

Ethics in State Government: 42.52 RCW

Public DOH website is envisioned to include:

Notes from meetings (handouts, flip chart notes, decisions made)

List of participants

Any information provided to the committee

Closed web site (for copyright issues)

Research papers

Assignments

DOH staff will check with the AG to make sure that any recordings made by private individuals to share with a private constituent group are not subject to disclosure rules

The group prefers not to meet on Mondays and Fridays. All members are asked to check availability in the two-week blackout periods on their calendars and to communicate dates on which no primary or alternate would be available to Larry K by Feb 22.

If you know someone with Land Use Planning expertise, send his or her name to Larry ASAP

Let Larry know if there is contact information you want kept off the web site.

Next meeting

March 27 or 28, depending on who can get a backup (Carl or Mark Soltmann) and other logistics

April 22, assuming nobody contacts Larry with a concern by Friday, Feb 15, 2002

Agenda

Present what is going on in other states, other codes (DOH staff)

Assignment: Review OAC recommendations, esp. page 6-7

Identify key themes to be addressed and prioritized

Assignment: solicit these issues from constituents

Report from the Technical Review Committee on issue to be aware of

Develop plan of attack and schedule in which issues will be addressed.

Meeting Evaluation

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10 am start

Thinner bread

Facility

Facilitator present

Length of meeting

Other professional help with us (Kelly, etc.)

Smooth organization